

HQ, 21st TSC

Civilian Sponsorship Program

Briefing for the HQ, 21st TSC

Deputy Chief of Staff

(Mr. Betts)

OBJECTIVE

Establish a civilian sponsorship program for the 21st TSC as outlined by the HQ, 21st TSC, DCofS. This program should be comparable to the S-GATE (Sponsorship Gateway to Europe) program for the military and in accordance with USAREUR Reg 600-8-8.

Responsibilities

- Director, Civilian Personnel Directorate --
 - Develop policy for and evaluate the effectiveness of the civilian employee sponsorship program.
 - Appoint an individual to coordinate and manage civilian sponsorship in Europe.
- Directors of Civilian Personnel Advisory Centers (CPACs) will --
 - Advise managers on procedures for civilian sponsorship
 - Inform supervisors about civilian employees who have accepted employment and provide information (for example, name, address, e-mail address, work and home telephone numbers) needed to contact new employees.
 - Forward DA Form 5434 to the new employee's supervisor on receipt of in-processing documents.

Tasks

- ✓ 1. Obtain feedback from Civilian employees which recently arrived regarding their sponsorship experience.
- ✓ 2. Obtain feedback from Civilian employees which recently served as Sponsors
- ✓ 3. Review existing Military/Civilian sponsorship programs both CONUS and OCONUS.
- ✓ 4. Review USAREUR Civilian sponsorship regulations (AE Reg 600-8-8, Section III, dated 30 May 03; Army Europe Command Policy Letter 13, Sponsorship and In-processing; USAREUR Pam 600-8-8, How to be a good sponsor)
- ✓ 5. Review S-Gate (Automated Sponsorship program for soldiers)
- ✓ 6. Review Civilian In-processing package provided by CHRMA
www.chrma.hqusareur.army.mil
- ✓ 7. Review current Welcome packet provided by 415th BSB
- ✓ 8. Review current Sponsorship training provided by 415th BSB
- ✓ 9. Review current Military in processing procedures/checklist
- ✓ 9. Develop Civilian Sponsorship program
- ✓ 10. Interim update with DCofS.

Civilian Sponsorship Program

- Sponsorship Training Program (Tutorial)
- 21st TSC Civilian Sponsorship Guide
 - CG Welcome Letter
 - Community Info
 - Welcome package
 - Sample Sponsor Letter
 - Sponsor's responsibility checklist
- 21st TSC Civilian In-processing checklist
- Sponsorship Program Survey (DA form 7274)
- Web-based Sponsorship Link (includes)
 - FMO Listings
 - Local Realtors
 - Satellite Installers
 - Local newspaper (i.e. Kaiserslautern American)
 - USAREUR Drivers Handbook
 - Key Telephone numbers